

SCHOOL BREAKFAST PROGRAM AND SUMMER FOOD SERVICE PROGRAM CALIFORNIA START-UP AND EXPANSION GRANT APPLICATION

ATTACHMENT 6: INSTRUCTIONS

ATTACHMENT 1: PLAN

Each applicant must submit a plan; however, submit only one plan for each application. **DO NOT SUBMIT A PLAN FOR EACH SITE IN THE APPLICATION.** On the plan, indicate if you are applying for a School Breakfast Program (SBP) or Summer Food Service Program (SFSP) grant or both. You may apply for both grants in the same application, but you may apply for only one grant at any one site.

The application is scored and grants are awarded on criteria including how complete the plan is. Refer to *ATTACHMENT 7* for the scoring criteria. The plan asks applicants to identify technical assistance and funding sources that are available to carry out the SBP and/or the SFSP. An indication of “none” and blank spaces will receive a score of zero. Make sure an authorized official signs the plan. An authorized official is anyone within the district that has the authority to apply for this grant on behalf of the district and should be, at a minimum, the food service director or above.

All expenditures must be reasonable and allowable. Refer to the guidance included in this packet entitled *Allowable and Unallowable Costs*.

ATTACHMENT 2: SITE APPLICATION

Complete one *SITE APPLICATION* for each site for which you are requesting grant funds.

ATTACHMENT 3: EQUIPMENT BUDGET AND JUSTIFICATION

Equipment must be prorated based on the percentage of use for each program that the site operates, i.e., the NSLP, SBP, and the SFSP. To determine the percentage of use, use **Section “E”** on *ATTACHMENT 2: SITE APPLICATION*. We offer examples #1 and #2 on the next two pages. **REMEMBER:**

If the grant request is for the SBP, and:

- the equipment will be used only in the SBP, you may request 100% of the cost of the equipment.
- the equipment will be used in the SBP and the National School Lunch Program (NSLP), you may request 50% of the cost of the equipment.
- the equipment will be used in the SBP, NSLP, and the SFSP, you must calculate the percentage of time each program will operate and the number of programs that will use the equipment and apply that percentage.

If the grant request is for the SFSP, and:

- the equipment will be used only in the SFSP, you may request 100% of the cost of the equipment.
- the equipment will be used in any combination of the SFSP, NSLP, and the SBP, calculate the percentage of time each program will operate and the number of programs that will use the equipment and apply that percentage.
- **The Nutrition Services Division will approve transport vehicles, point of service equipment, and digital cameras at only 50% of the cost.**

The California Department of Education (CDE) reserves the right to change the percentage if we believe that the justification for time of use does not support the requested amount. The CDE reserves the right to disallow any previously approved expenditures if we determine through receipts that the expense is not allowable.

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ATTACHMENT 6: INSTRUCTIONS – Continued

EXAMPLE #1:

In this example, the district is applying for a **SFSP Expansion Grant**. This site operates the NSLP and the SBP 180 days and the SFSP 21 days for a total of 201 days. **(REMEMBER: Do not add together the number of operating days for breakfast and lunch because they run consecutively.)** The percentage of use for the SBP and the NSLP are each 90%, but because they run consecutively, the actual percentage is 45% for the SBP and 45% for the NSLP ($90\% \div 2$). The percentage of use for the SFSP is 10%. The calculation and proration is shown below:

PROGRAMS OPERATED AT THIS SITE (CHECK ALL THAT APPLY)		NUMBER OF OPERATING DAYS FOR EACH SITE	÷	TOTAL OPERATING DAYS FROM PREVIOUS COLUMN	=	PERCENT OF USE TO PRORATE EQUIPMENT COSTS*
✓	National School Lunch Program	180	÷	201	=	90% ÷ by 2 45 %
✓	School Breakfast Program	180	÷	201	=	90% ÷ by 2 45 %
✓	Summer Food Service Program	21	÷	201	=	10 %
NOTE: To determine Total Operating Days, only add together the higher number of NSLP or SBP operating days plus the number of SFSP operating days.						*Divide the percentages for lunch and breakfast by 2, which represents 50% for each NSLP and SBP. See ATTACHMENT 6 for examples and instructions
Total Operating Days at this Site		201				

With these calculations, you can now complete **ATTACHMENT 3: EQUIPMENT BUDGET AND JUSTIFICATION** as in the following example:

EQUIPMENT/ALTERATION/INSTALLATION Refrigerator		Percent of Use Per Program:	SBP 45 %	NSLP 45 %	SFSP 10 %
How does this equipment/alteration/installation support the initiation or expansion at this site? The existing refrigerator will not hold enough food to feed the number of new kids we anticipate will participate in the SFSP as a result of our promotional efforts. Food for all programs will be stored in the new refrigerator.++					
FULL ACTUAL COST \$ 3,000	x	PERCENT USED 10 % **	=	PRORATED COST \$ 300	CDE USE Approved <input type="checkbox"/>
EQUIPMENT/ALTERATION/INSTALLATION Insulated Bags		Percent of Use Per Program:	SBP 0 %	NSLP 0 %	SFSP 100 %
How does this equipment/alteration/installation support the initiation or expansion at this site? During the summer, the meals are served at a local community center. The insulated bags will hold the food at proper temperatures until served. The insulated bags are not needed for the SBP or NSLP during the regular school year as meals are served in the school cafeteria.					
FULL ACTUAL COST \$ 900	x	PERCENT USED 100 %	=	PRORATED COST \$ 900	CDE USE Approved <input type="checkbox"/>
FULL COST TOTAL (\$ 3,000 refrigerator + \$ 900 insulated bags) \$ 3,900		PRORATED COST TOTAL (\$ 300 refrigerator + \$ 900 insulated bags) \$ 1,200			CDE USE Amount Approved: \$ 1,200

NOTE: ALTERATIONS TO ACCOMMODATE NEW EQUIPMENT AND INSTALLATION COSTS ARE ALLOWED AT 100% REGARDLESS OF THE NUMBER OF PROGRAMS THAT WILL UTILIZE THE EQUIPMENT.

++ IF THE APPLICATION STATED THAT ONLY FOOD FOR THE SFSP WILL BE STORED IN THE REFRIGERATOR, THEN THE DISTRICT MAY REQUEST 100% OF THE REFRIGERATOR COST.

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ATTACHMENT 6: INSTRUCTIONS – Continued

EXAMPLE #2:

In this example, the district is applying for a **SBP Expansion Grant**. As in the previous example, this site operates the NSLP and the SBP 180 days, and the SFSP 21 days for a total of 201 days. The school plans to utilize the equipment in the NSLP, SBP, and SFSP. We are using the same equipment and costs to demonstrate the difference between applying for a breakfast grant rather than a summer food grant:

PROGRAMS OPERATED AT THIS SITE (CHECK ALL THAT APPLY)		NUMBER OF OPERATING DAYS FOR EACH SITE	÷	TOTAL OPERATING DAYS FROM PREVIOUS COLUMN	=	PERCENT OF USE TO PRORATE EQUIPMENT COSTS*
✓	National School Lunch Program	180	÷	201	=	90% ÷ by 2 45 %
✓	School Breakfast Program	180	÷	201	=	90% ÷ by 2 45 %
✓	Summer Food Service Program	+ 21	÷	201	=	10 %
NOTE: To determine Total Operating Days, only add together the higher number of NSLP or SBP operating days plus the number of SFSP operating days. Total Operating Days at this Site		201		* Divide the percentages for lunch and breakfast by 2, which represents 50% for each NSLP and SBP. See ATTACHMENT 6 for examples and instructions		

With these calculations, you can now complete **ATTACHMENT 3: EQUIPMENT BUDGET AND JUSTIFICATION** as in the following example:

EQUIPMENT/ALTERATION/INSTALLATION Refrigerator		Percent of Use Per Program:	SBP 45 %	NSLP 45 %	SFSP 10 %
How does this equipment/alteration/installation support the initiation or expansion at this site? The existing refrigerator will not hold enough food to feed the number of new kids we anticipate will participate in the SBP as a result of our promotional efforts. The refrigerator <u>will</u> store food for the NSLP, SBP, and SFSP. ++					
FULL COST \$ 3,000	x	PERCENT USED 45 %	=	PRORATED COST \$ 1350	CDE USE Approved <input type="checkbox"/>
EQUIPMENT/ALTERATION/INSTALLATION Insulated Bags		Percent of Use Per Program:	SBP 45 %	NSLP 45 %	SFSP 10 %
How does this equipment/alteration/installation support the initiation or expansion at this site? This site transports breakfast food to the classroom. The insulated bags will hold the food at proper temperatures until served. The insulated bags will not be needed for the NSLP or the SFSP because children will receive meals in the cafeteria.					
FULL COST \$ 900	x	PERCENT USED 100 %	=	PRORATED COST \$ 900	CDE USE Approved <input type="checkbox"/>
FULL COST TOTAL (\$ 3,000 refrigerator + \$ 900 insulated bags) \$ 3,900		PRORATED COST TOTAL (\$1,350 refrigerator + \$ 900 insulated bags) \$ 2,250			CDE USE Amount Approved: \$ 2,550

NOTE: ALTERATIONS TO ACCOMMODATE NEW EQUIPMENT AND INSTALLATION COSTS ARE ALLOWED AT 100% REGARDLESS OF THE NUMBER OF PROGRAMS THAT WILL UTILIZE THE EQUIPMENT.

++ BECAUSE FOOD ITEMS FOR ALL PROGRAMS WILL BE STORED IN THE REFRIGERATOR, THE SCHOOL MUST REDUCE THE COST BY THE PERCENTAGE USED FOR THE NSLP AND SFSP AND REQUEST ONLY THE PERCENTAGE OF USE FOR SBP.